

**CITY OF LAUDERHILL
CLASS DESCRIPTION, 2016
POSITION TITLE: POLICE SERVICE AIDE I**

GENERAL DESCRIPTION OF DUTIES

Under general supervision of the Police Department, the purpose of the position is to provide support for all components of the Lauderhill Police Department as needed. Employees in this classification perform non-routine clerical, investigative and minor police related duties. Position is responsible for preparing police reports, responding to calls for assistance, investigating motor vehicle crashes, areas of the City and facilities as directed, and issuing traffic and parking citations for infractions. Performs related work as directed.

SPECIFIC DUTIES AND RESPONSIBILITIES

EXAMPLES OF ESSENTIAL FUNCTIONS

Patrols in marked Police Service Aide units; answers and responds to calls for service.

Investigates traffic crashes and prepares crash reports to include Hit and Run follow-up investigations.

Investigates minor property crimes to include Thefts, Criminal Mischief, Vehicle Burglaries, Frauds, Auto Thefts, and miscellaneous Non-Violent calls.

Prepares incident reports as required.

Assists with Traffic Control.

Assists with transporting documents and evidence to and from Court, Lab, and the Police Department.

Issues citations for parking and other infractions of the law.

Conducts crime prevention awareness programs for public and private groups.

Assists at crime scenes and at special activities or events.

Processes minor crime scenes for evidence.

Deploys and retrieves department equipment.

Attends and testifies at court and/or gives depositions as subpoenaed.

Enters and cancels information on Teletype machine.

Accepts and processes subpoenas for sworn and non-sworn personnel.

Researches and provide information to staff and public.

Prepares periodic reports and logs such as vehicle inspection logs, daily logs, and overtime slips.

Attends seminars and classes to maintain or improve technical and professional skills.

The list of essential functions, as outlined herein, is intended to be representative of the

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tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

MARGINAL FUNCTIONS

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Performs related duties as directed.

MINIMUM TRAINING AND EXPERIENCE

High School diploma or GED.

SPECIAL REQUIREMENTS

Must be at least 18 years of age

State of Florida Driver's License

Ability to complete and pass the Police Service Aide Academy and the City of Lauderhill's Police Department's Field Training Program.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data and/or information using established criteria. Includes exercise of discretion in determining actual of probable consequences, and in referencing such evaluation to identify and select alternatives.

Human Interaction: requires the ability provide guidance, assistance, and/or interpretation to others on how to apply procedures and standards to specific situations.

Equipment, Machinery, Tools and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division.

Functional Reasoning: Requires ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic, or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situation Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling and which may involve

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some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors. Some tasks require the ability to perceive and discriminate sounds. Some tasks require the ability to perceive and discriminate odors. Some tasks require the ability to perceive and discriminate temps. Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

Environmental Factors: Tasks may risk exposure to temperature extremes, strong odors, toxic agents/chemicals, smoke, wetness, humidity, animals/wildlife, disease and/or pathogens, Electrical currents, violence, bright/dim light, noise extremes, machinery, dusts or pollen, and traffic hazards.

The City of Lauderhill is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Lauderhill will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.